



# SRO/SSO Incentive Grant Program OGMS and Application Information

Michelle Miles, SRO/SSO Grant Monitor  
Virginia Center for School and Campus Safety



# DCJS

Virginia Department of Criminal Justice Services



# What to expect?

- Application Requirements
- Application Restrictions
- Completing an application in Online Grants Management System (OGMS)
- Application Instructions
- Technical Assistance
- Summary



# Application Requirements

- **Due March 19, 2021 by 5:00 p.m.**
- Must be completed and submitted through DCJS Online Grants Management System (OGMS)
- May not exceed \$70,000 per SRO
- May not exceed \$35,000 per SSO
- Awarded in 12-month cycles to not exceed a total of 48 months including current and prior year's funding.



# Match Requirement

- Use the Composite Index of Local Ability-to-Pay to determine the amount of your required match.
- May use in-kind contributions or cash to meet the requirement.
  - In-kind = the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant.
  - Cash = locality's own funds allocated for the project.
- Non-federal sources
- Must be reported on quarterly claims and be fully met by the end of the grant year.
- Match is included in the total budget (i.e. state funds + match = \$70,000)



# Application Requirements: SRO

- Must be certified law enforcement officers as defined in § 9.01-101, and employed by a lawfully established public police department or sheriff's office.
- Must be 21 years of age or older and have at least three years of certified law enforcement experience.
- Must comply with the minimum training standards established by the Board as required under § 9.1.114.1 of the *Code of Virginia* within the first four months of the grant period.
- Must serve one designated school
- Must have a MOU, pursuant to § 22.1-280.2.3 of *the Code of Virginia*, between School Division and Law Enforcement agency and reviewed at least once every two years.



# Application Requirements: SRO

- Certified law enforcement would be expected to perform their duty as law enforcement officers and follow their agency's general orders or standard operating procedures.
- School Resource Officer is full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during school hours. For scheduled school breaks, to include summer, the agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.
- In the event of an unscheduled school closure or alternative scheduling, the SROs and SSOs are required to spend at least 75% of their time performing school-related activities.



# Application Requirements: SSO

- Must comply with requirements set out in the Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers.
- An SSO is an individual who is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in his/her assigned school and is employed by the local school board to:
  - Maintain order and discipline
  - Prevent crime
  - Investigate violations of school board policies
  - Detain students violating the law or school board policies on school property or at school-sponsored events



# Application Restrictions

- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO or SSO position.
- The state grant funds can only be used for salary and fringe benefits for full or part-time SROs and SSOs. Funds must be used to fund the SRO or SSO position and cannot be used for employees not performing the activities of the project.
- For SROs, grant funds cannot be used to pay for general security during school sponsored events or overtime.
- The match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position.
- The state funds may be awarded up to a maximum of four years, at level annual funding to support an SRO or SSO position in any school, provided funds are available.



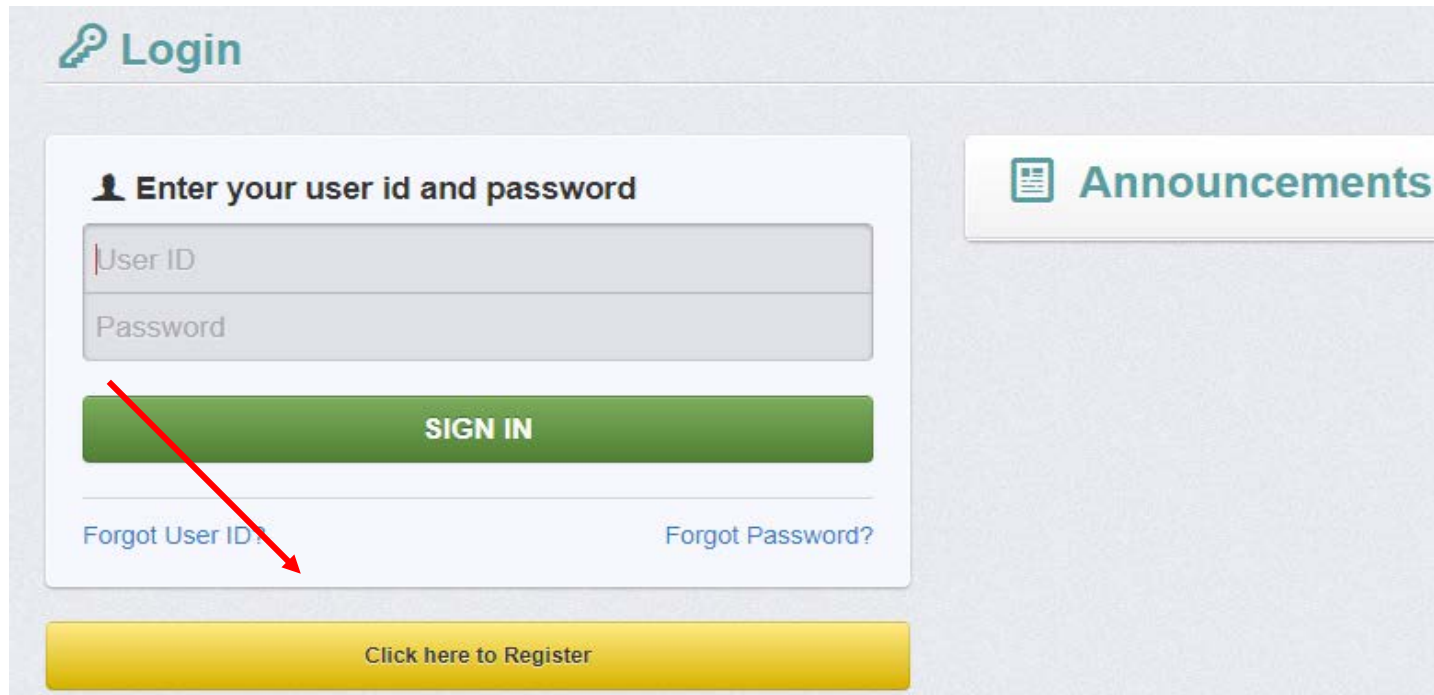



# Register in OGMS


- Every user that manages a DCJS grant will need to register for an account.
- This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds.
- Project Directors, Project Administrators, and Finance Officers should register.

# Register as a New User

- URL: [Ogms.dcjs.Virginia.gov](http://Ogms.dcjs.Virginia.gov)
- Click on “Click here to Register”



 Login

 Enter your user id and password


User ID

Password

**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

 Announcements

# Register as a New User

- All required fields are shown with a **Red Asterisk \***
- Program Area of Interest will be **“FREE”**
- Your Unique Entity Identifier (UEI) would be your 9 digit DUNS number.

The screenshot shows a registration form titled "Registration" with a "Save Registration Information" button. The form is divided into two main sections: "Personal Contact Information" and "Organization Information".

**Personal Contact Information:**

- Name\*:** Includes fields for Salutation, First Name, Middle Name, Last Name, and Suffix. A red arrow points to the Suffix field.
- Title\*:** Title
- Email\*:** Email
- Address\*:** Address 1, Address 2, Address 3
- City\*:** City, State/Province (Virginia), Postal Code/Zip, Zip +4
- Phone\*:** Phone, Ext.
- Fax\*:** Fax

**Organization Information:**

- What Program are you most interested in?\*** Program Area of Interest\* (Dropdown menu). A red arrow points to this dropdown.
- Copy Personal Information to Organization?\*** Yes, No
- Are you Affiliated with an Organization?\*** Yes, No
- Federal ID Number\*:** Federal ID Number
- Organization Name\*:** Name
- Organization Type\*:** (Dropdown menu). A red arrow points to this dropdown.
- Unique Entity Identifier (UEI)\*:** UEI
- Organization Website\*:** URL (For example: http://www.dcs.virginia.gov)
- Address\*:** Address
- City\*:** City, State/Province (Virginia), Postal Code/Zip, Zip +4
- Phone\*:** Phone, Ext.



# Register as a New User

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the **log in screen**.

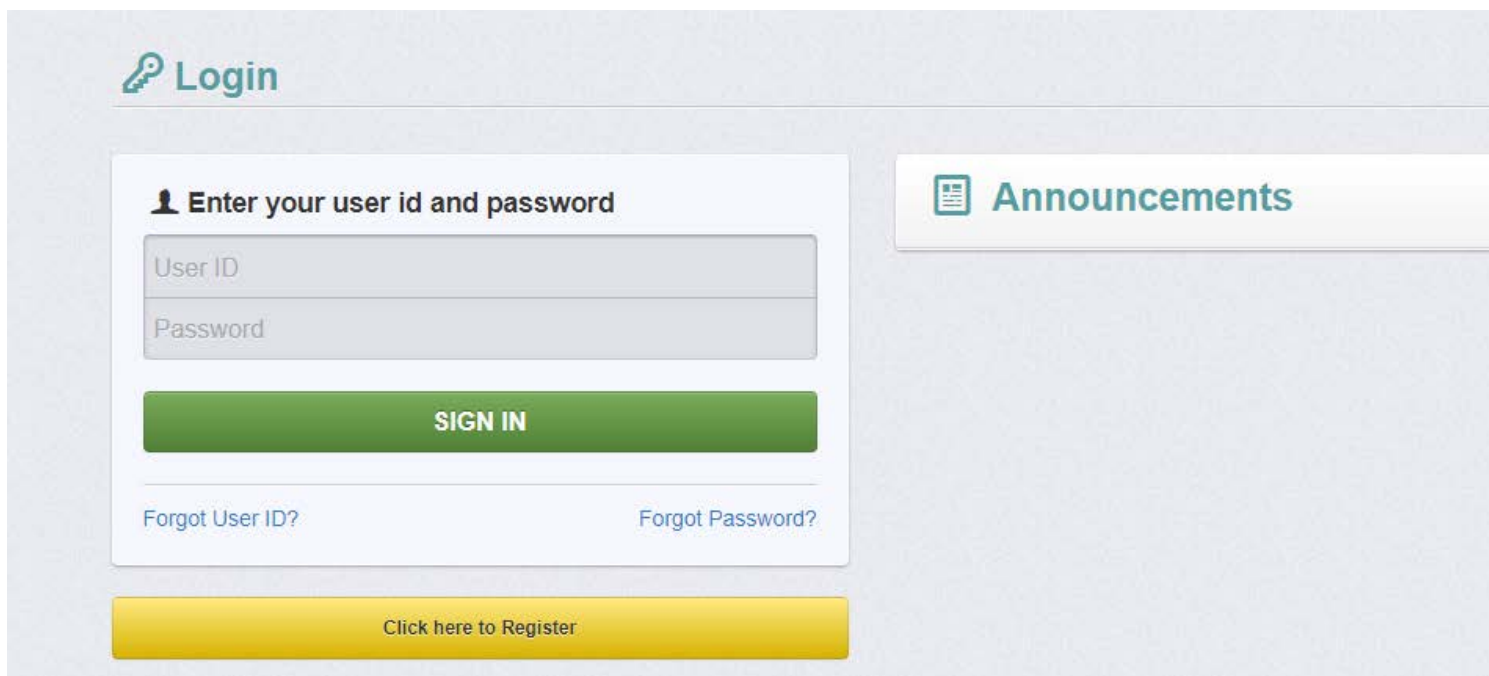


# Register as a New User

- You will receive an email alert notifying you that your registration is under review
- After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password.
- Alerts and Emails will be sent from [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com)
- Each email provides the URL for logging into OGMS.
- Once both emails are received you may log into DCJS OGMS.

# Login and Announcements

- You will be able to view open funding opportunities and notifications under Announcements
- Sign in by entering your User ID and password



The screenshot displays a web interface with a light blue background. On the left, there is a 'Login' section with a key icon. Below the title, it says 'Enter your user id and password' with a person icon. There are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the fields. At the bottom of the login section, there are two links: 'Forgot User ID?' and 'Forgot Password?'. A yellow button labeled 'Click here to Register' is located at the bottom of the page. On the right side, there is a white box with a document icon and the text 'Announcements'.



# Terminology

## DCJS/GMIS

- Solicitation
- Progress Reports
- Financial Reports
- Voucher
- Statement of Grant Award
- Budget Amendment
- Program Update Form
- Special Conditions
- Grant Program
- Email Notification
- Solicitation Posting
- Email to DCJS

## OGMS

- Funding Opportunity
- Status Reports
- Claims/Detail of Expenditures
- Claim/Reimbursement
- Contract
- Contract Amendment
- Contract Amendment
- Negotiations/Encumbrances
- Program Area
- Alert
- Announcement
- Correspondence



# Finding a Funding Opportunity

SRO/SSO Incentive Grant Program **Continuation** FY22

SRO/SSO Incentive Grant Program **New** FY22

**Tester External**  
Tester  
Tester Role, Site Visitor, Grantee

## Funding Opportunities

List of all current funding opportunities

Dashboard | Back | Print | Online Help | Log Out

### Currently Posted Funding Opportunities

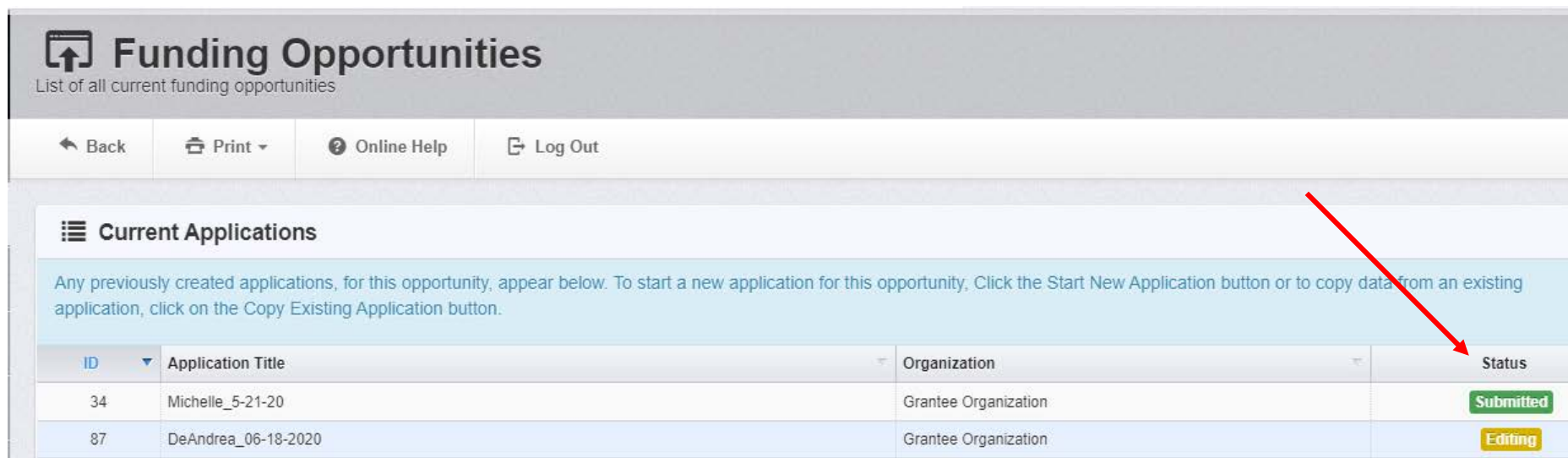
All currently posted opportunities appear below. The Application Deadline indicates the due date.

ID	Status	Agency	Program Area	Title
1	Test	Virginia Department of Criminal Justice Services	599 Funds	599 F
3	Test	Virginia Department of Criminal Justice Services	Addiction Recovery Grant Program	Addic



# New Application

- The Funding Opportunity will include Current Applications, listing any previously created applications for this opportunity.
- The Status will tell you if the application listed has been submitted or is still in the editing phase.



**Funding Opportunities**  
List of all current funding opportunities

← Back   Print ▾   ? Online Help   Log Out

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization	Status
34	Michelle_5-21-20	Grantee Organization	Submitted
87	DeAndrea_06-18-2020	Grantee Organization	Editing



# New Application

- When you click on the appropriate funding opportunity you will be able to see the Description including:
  - Introduction
  - Eligibility
  - Grant Application Deadline
  - Amount Available
  - Grant Period
  - Match Requirements
- **Grant Requirements and Instructions: the funding opportunity, in its entirety, will be under the “Attachments” section.**



# New Application

- **Attachments** and **Website Links** will have documents or website addresses that will assist you with completing the application.
- Website Links may also include resources for:
  - DCJS Model Memorandum of Understanding
  - SRO and School Administrator Basic Course
  - SSO Virginia Administrative Code
  - SSO Initial Certification Training

Attachments

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*Attachments*

Description	
Virginia Department of Education's 2020-2022 Composite Index of Local Ability-to-Pay	

Website Links

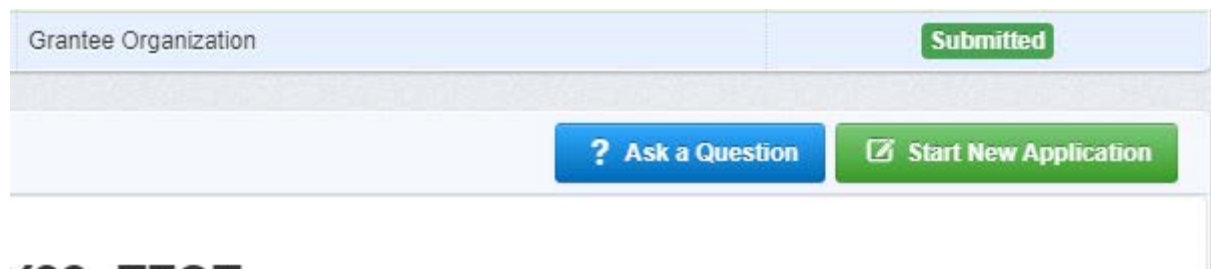
---

*Website links*

Description	Link
Virginia Department of Education 2020-2022 Composite Index of Local Ability-to-	<a href="http://www.doe.virginia.gov/school_finance">http://www.doe.virginia.gov/school_finance</a>

# New Application

- **Ask a Question:** if this appears at top right of the Funding Opportunity Details, you are able to ask questions which will show at the bottom of the funding opportunity (FO) for other applicants.
- **Start New Application:** click to create a new application. You must go through the Wizard before it can be saved. Once saved you can go back at anytime to edit.



# Application Creation Wizard – Step 1

## Example Title: Town of ABC-SRO FY22

**DCJS On-line Grant Management System**

**Application Creation Wizard - Step: 1**

**Application - General Information** [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

# Application Creation Wizard – Step 2

The screenshot displays the 'DCJS On-line Grant Management System' interface. On the left is a navigation sidebar with the following items: 'Tester External' (Tester Role), 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted), 'Grants', and 'My Profile'. The main content area is titled 'Application - General Information' and includes a 'Save Form Information' button. A blue informational box states: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.' The form fields are as follows:

- Application ID\*:** 414
- Program Area\*:** School Resource Officers
- Funding Opportunity\*:** 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST
- Application Stage\*:** Final Application
- Application Status\*:** Editing
- Application Title\*:**
- Primary Contact\*:** Tester External
- Organization\*:**
- Additional Applicants\*:** (empty field)

At the bottom of the page, there is a navigation bar with icons for back, home, refresh, help, and a 'Scroll' button.

# Application Creation Wizard – Step 3

The screenshot displays the DCJS On-line Grant Management System interface. The top left features the DCJS logo and the text "DCJS On-line Grant Management System". The user profile for Michelle Miles, Internal Staff, Client Admin 2 (Internal Training Role), is shown in the top left corner. A navigation sidebar on the left includes links for Dashboard, People and Organizations, Funding Opportunities, Submitted Applications, Reviews, Grant Tracking, and Utilities. The main content area is titled "Application - General Information" and contains the following fields:

- Application ID\*:** 414
- Program Area\*:** School Resource Officers
- Funding Opportunity\*:** 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST
- Application Stage\*:** Final Application
- Application Status\*:** Editing
- Application Title\*:** Town of ABC-SRO (Test Application)
- Primary Contact\*:** Tester External
- Organization\*:** Grantee Organization

Below these fields, there is a note: "Select any additional contacts within your organization that will also manage this grant." Underneath this note, the "Additional Applicants:" field contains a dropdown menu with "X Scooby Doo" selected. A green "Save Form Information" button is located in the top right corner of the form area. The bottom of the screen shows a navigation bar with icons for home, back, and scroll.

# Application Details

DCJS On-line Grant Management System

Tester External  
Tester  
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Application Preview | Alert History | Map

Application Details

Preview Application | Ask a Question | Withdraw

**Application cannot be Submitted Currently**  
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 8, 2020 8:45 AM - Michelle Miles
Face Sheet		Oct 13, 2020 2:48 PM - Tester External
Budget	-	
Project Narrative Form	-	
Goals and Objectives	-	
FREE - Personnel and Employee Fringe Benefits	-	
Consultants	-	
Travel	-	
Subsistence/Other Travel Costs	-	
Equipment	-	
Supplies & Other Expenses	-	
Attachments	-	
Non-Supplantation	-	
Authority Certification	-	





# Face Sheet

## Face Sheet Save Form

Select the congressional district(s) that will benefit from the program.

**Congressional District(s)\*:**  1st  2nd  3rd  4th  5th

Choose all that apply.

**Best Practice?:**  Yes  No  
For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

**Jurisdiction(s) Served\*:**  ACCOMACK CO  ALBERMARLE CO  ALEXANDRIA  ALLEGHANY CO  AMELIA CO

Choose all that apply.

**Program Title:**

[Click here](#) to see if you are certified.

**Certified Crime Prevention Community?:**  Yes  No

⏪ 🏠 Type of Application ⏩ 🔄 ? ⬆️ Scroll

# Face Sheet

**Type of Application\*:** Continuation of Grant ▾

If Continuation or Revision of a grant,  
**Grant Number:** 21-A1234FR21

If Continuation of a grant,  
**Performance Statement:**  
During the 2020/2021 school year, the SRO provide law enforcement interventions to 15 students, 12 of those students received informal interventions. As a Law-related Educator the SRO presented 5 D.A.R.E. classes to a total of 80 students.  
10 character(s) left

Check the box(s) that best describes the applicant service area.  
**Community Setting\*:** Rural ▾

In this space, provide a short description of the project.  
**Brief Project Overview\*:**  
We are applying to continue the SRO position at ABC High School. During the 2021/2022 school year, a few of the many activities the SRO will perform include patrolling school grounds, interacting with students, presenting on relevant topics during classes, and serving as an informal role model for at risk students.  
433 character(s) left

[Save Form](#)

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# Face Sheet

**Project Director** Save Form

List the person who will have the day-to-day responsibility for managing the project.

**Name:** Capt Jane Middle Name Smith Suffix

**Title\*:** Captain ABC Police Department

**Address\*:** 1234 Main Street

Address Line 2

ABC Virginia 23456 1234  
City State Zip Code +4

**Phone Number\*:** 804-555-5555

**Fax Number:**

**Email Address\*:** jane.smith@abc.com

Is the mailing address the same as the physical address?  
**Mailing Address\*:** Yes No

Navigation icons: Home, Refresh, Help, Scroll

# Face Sheet

**Face Sheet** ✓ Mark as Complete ✎ Edit Form

Select the congressional district(s) that will benefit from the program.  
**Congressional District(s):** Choose all that apply.

**Best Practice?:** For JJDP programs only.  
Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

**Jurisdiction(s) Served:** Choose all that apply.

**Program Title:** Town of ABC-SRO

[Click here](#) to see if you are certified.

**Certified Crime Prevention Community?:**

**Type of Application:** Continuation of Grant  
If Continuation or Revision of a grant,  
**Grant Number:** 21-A1234FR21

If Continuation of a grant,  
**Performance Statement:**

During the 2020/2021 school year, the SRO provide law enforcement interventions to 15 students, 12 of those classes to a total of 80 students.

Check the box(es) that best describes the applicant service area.  
**Community Setting:** Rural

In this space, provide a short description of the project.  
**Brief Project Overview:**

vajustice.webgrantscloud.com says

The following sections contain missing required fields, please enter the missing data before Marking as Complete.

-Face Sheet

OK

# Budget

Status: **Editing**

Stage: Final Application

Application Due Date: Sep 30, 2021 5:00 PM

Program Area: School Resource Officers

Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST

Organization: Grantee Organization

Requested Total: \$51,975.00

**Budget - Edit** Save Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$51,975.00"/>	<input type="text" value="\$13,770.00"/>	<input type="text" value="\$0.00"/>	\$65,745.00
Consultant	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Subsistence	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$4,255.00"/>	\$4,255.00
Supplies/Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Indirect Cost	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save Grid Scroll

# Budget

Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$51,975.00	\$13,770.00	\$4,255.00	\$70,000.00

Last Edited By: Tester External - Oct 29, 2020 8:31 AM [Edit Grid](#)

### Match Percentage

Match Percentage: 25.75%

Last Edited By: Tester External - Oct 29, 2020 8:31 AM [Mark as Complete](#)

### Funds From Other Sources - Multi-List

Funds from sources other than the grant program supporting this project - (itemize).

Source	Amount
Local Funds	\$5,000.00
	\$5,000.00

Last Edited By: Tester External - Oct 29, 2020 8:31 AM [Add Row](#)

[← Previous](#) [Next →](#)

⏪ ⏩ 🏠 ↻ ? ⏴ Scroll

# Project Narrative

## Continuation

- Description of accomplishments from July 1, 2020 – January 1, 2021.
- Connect accomplishments back to the original grant goals and objectives.

## New

- Description of the nature and extent of the school safety, security and juvenile delinquency issues.
- Describe existing resources and why those services are not adequate.

The screenshot shows a web form titled "Project Narrative" with a "Save Form" button in the top right corner. A light blue banner at the top of the form area reads: "If a question does not apply to your application, enter N/A in the box." Below this, a red heading "Demonstration of Need\*" is followed by a text input field. The input field contains the following text: "Provide a detailed description of accomplishments and highlight activities over the first seven months of the current budget period (July 1, 2020 – January 1, 2021). Indicate how the accomplishments and activities are connected to the original grant's goals and objectives." Below the text area, it says "4726 character(s) left". At the bottom of the form, there is a navigation bar with icons for home, back, forward, and a "Scroll" button.

# Project Narrative – Continuation Grants

**Project Description\*:**

Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities

4849 character(s) left

**Service Area Demographic/Target Population\*:**

Provide a brief description of the nature and extent of the school safety, security and juvenile delinquency issues that exist in the school(s). Include the name of the school and the grade levels.

4803 character(s) left

**Sustainment Plan\*:**

Provide a brief description of how the locality will support the grant funded position after grant funding ends.

4888 character(s) left







# Project Narrative – New Grants

- Project Description
  - Describe the project design and planned implementation activities.
  - Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project.
  - If SRO and SSO positions, explain how the positions will work together to meet the locality’s overall goal of improving school safety.
- Services Area Demographic/Target Population
  - Identify the school(s), and grant levels, where the activities will take place and any key community partners supporting the proposed project.
- Sustainment Plan
  - Describe how the locality will support the grant funded position after grant funding ends.

# Goals and Objectives

414 - Town of ABC-SRO (Test Application)

Status: **Editing**

Stage: Final Application

Application Due Date: Sep 30, 2021 5:00 PM

Program Area: School Resource Officers

Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST

Organization: Grantee Organization

Requested Total: \$51,975.00

---

**Requested** Save Form

If this is not requested, please indicate that here and then mark this form as complete.

**Are Goals and Objectives required by the funding opportunity?\***  Yes  No Save Form

Navigation icons: Home, Refresh, Help

# Goals and Objectives

**Goals and Objectives** Save Row

Each objective must be **Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)**

**Goal Number\*:**

**Goal:**   
90 character(s) left

**Objective:**   
163 character(s) left

**Activities:**   
20 character(s) left

**Month (in which implementation step occurs):**

Save Row

Home Refresh Help Scroll

# Goals and Objectives

**Goals and Objectives - Multi-List** ✓ Mark as Complete + Add Row

Each objective must be **Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)**

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
1	Establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions to promote a safe and secure learning environment.	Reduce the number of reported disruptions/assaults to the SRO from 23 to less than 15.	Meet with school administration quarterly to assist in identifying students frequently referred to the office for disruptive behavior. Provide 2 instructions to 4 sixth grade classes to increase their knowledge of Virginia laws.	October
1		Reduce the number of reportable bullying instances to the SRO from 4 to less than 3 through bully prevention classes and mediation during the school year.	Meet quarterly with school counseling staff regarding in-person and anonymous reports of bullying. Provide conflict resolution to 100% of students reported for bullying to prevent further bullying.	January

Last Edited By: Tester External - Oct 29, 2020 8:50 AM + Add Row

← Previous Next →

⌂ ↻ ? ^ Scroll

# Personnel and Employee Fringe

414 - Town of ABC-SRO (Test Application)

Status: **Editing**

Stage: Final Application

Application Due Date: Sep 30, 2021 5:00 PM

Program Area: School Resource Officers

Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST

Organization: Grantee Organization

Requested Total: \$51,975.00

**Requested** Save Form

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?:  Yes  No Save Form

Personnel - Multi-List

Navigation icons: Home, Refresh, Help

# Personnel and Employee Fringe

**Personnel**

**Employee Name\*:**

**Position Title\*:**

**Assigned School Name\*:**

**Type of School\*:**

**Position\*:**

**Total Hours Per Week (if applicable):**

**Total Hours Per Year\*:**

**Total Annual Salary (grant-funded plus other sources)\*:**

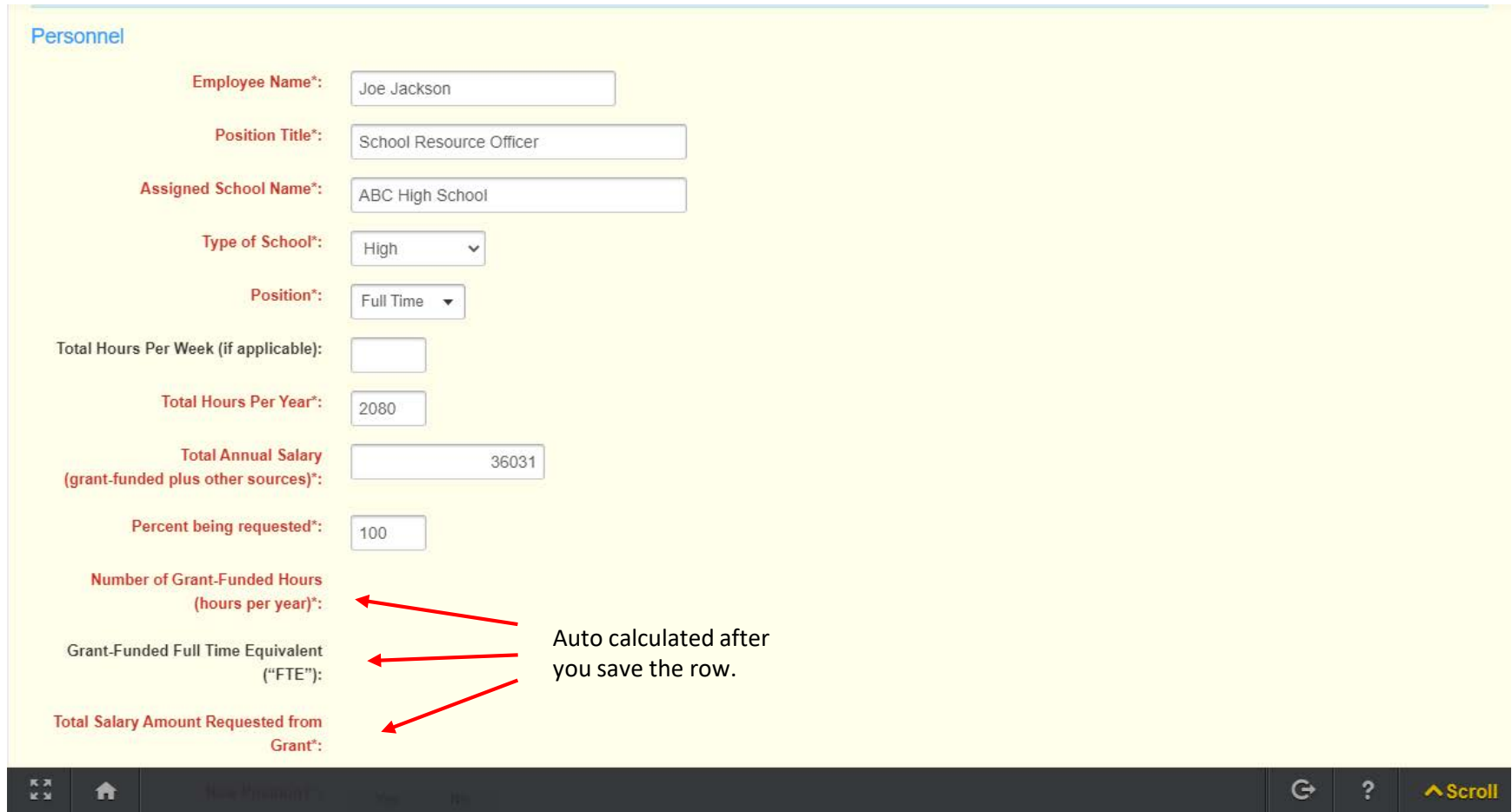
**Percent being requested\*:**

**Number of Grant-Funded Hours (hours per year)\*:**

**Grant-Funded Full Time Equivalent ("FTE"):**

**Total Salary Amount Requested from Grant\*:**

Auto calculated after you save the row.



# Personnel and Employee Fringe

**Total Annual Salary (grant-funded plus other sources)\*:**

**Percent being requested\*:**

**Number of Grant-Funded Hours (hours per year)\*:** 2080

**Grant-Funded Full Time Equivalent ("FTE"):** 1.00

**Total Salary Amount Requested from Grant\*:** \$36,031.00

**New Position?\***

**Personnel Funding** **Date of DCJS certification in the category of Law Enforcement:**  SRO Only

**Federal Funds:**

**State Funds:**

**Special Funds:**

**Cash Match:**

**In-Kind Match:**

**Personnel Total:** \$36,031.00

Navigation icons: Home, Refresh, Help, Scroll

# Personnel and Employee Fringe

Personnel - Multi-List

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant.

Employee Name	Position Title	Assigned School Name	Type of School	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours (hours per year)	Grant-Funded Full Time Equivalent ("FTE")	Total Salary Amount Requested from Grant	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Joe Jackson	School Resource Officer	ABC High School	High	Full Time		2080	\$36,031.00	100.0%	2080	1.00	\$36,031.00	No	\$0.00	\$0.00	\$36,031.00	\$0.00	\$0.00	\$36,031.00
					0	2080	\$36,031.00		2080	1.0	\$36,031.00		\$0.00	\$0.00	\$36,031.00	\$0.00	\$0.00	\$36,031.00

Last Edited By: Tester External - Oct 29, 2020 8:57 AM

Employee Fringe Benefits - Multi-List

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
No Data for Table																

Last Edited By: Tester External - Oct 29, 2020 8:57 AM

Position and Justification - Multi-List

The position description should briefly describe grant-related duties performed.  
The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.



# Personnel and Employee Fringe

**Employee Fringe Benefits** Delete Row Save Row

**Employee Name\*:** Joe Jackson

FICA:	756.00
Retirement:	\$4,381.00
Group Life:	\$483.00
Health Insurance:	\$21,203.00
Workers' Comp:	\$890.00
Unemployment:	\$0.00
Disability:	\$0.00
Other:	\$0.00

Requested Employee Fringe Benefits Total: \$29,713.00

If Other, Please Describe:

250 character(s) left

Home ? Scroll

# Personnel and Employee Fringe

Other:

Requested Employee Fringe Benefits Total: \$29,713.00

If Other, Please Describe:

250 character(s) left  
If more than one type of 'Other' benefit, please list the amount and description for each.

### Fringe Benefits Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Employee Fringe Benefits Total: \$29,714.00

[Save Row](#)

Navigation: Home, Back, Forward, Help, Scroll

# Personnel and Employee Fringe

**Employee Fringe Benefits - Multi-List** ✓ Mark as Complete + Add Row

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
Joe Jackson	\$2,756.00	\$4,381.00	\$483.00	\$21,203.00	\$890.00	\$0.00	\$0.00	\$0.00	\$29,713.00		\$0.00	\$15,944.00	\$0.00	\$13,770.00	\$0.00	\$29,714.00
	\$2,756.00	\$4,381.00	\$483.00	\$21,203.00	\$890.00	\$0.00	\$0.00	\$0.00	\$29,713.00		\$0.00	\$15,944.00	\$0.00	\$13,770.00	\$0.00	\$29,714.00

Last Edited By: Tester External - Oct 29, 2020 9:08 AM + Add Row

**Position and Justification - Multi-List** ✓ Mark as Complete + Add Row

The position description should briefly describe grant-related duties performed.  
 The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

Employee Name	Description of Position	Justification for Position
No Data for Table		

Last Edited By: Tester External - Oct 29, 2020 9:08 AM + Add Row

# Personnel and Employee Fringe

## Position and Justification

Delete Row

Save Row

The position description should briefly describe grant-related duties performed.

The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

Employee Name\*:

Joe Jackson

Description of Position\*:

SRO Jackson will be assigned to ABC High School located in DEF County. Some of the job responsibilities include patrolling school halls, monitoring cafeteria during lunch period, presenting Virginia Rule curriculum, responding to requests for assistance from school administration, and mentoring at risk students.

436 character(s) left

Justification for Position\*:

SRO Jackson has 4 years of certified law enforcement experience. The average salary in Town of ABC for a police officer with that experience level is \$30,000 to \$45,000. The salary for SRO Jackson is inline with other SRO's in the area. This position is essential in promoting a safe and secure learning environment for students and staff.

409 character(s) left

Save Row



Scroll

# Personnel and Employee Fringe

## Personnel and Employee Fringe Benefits Totals

✓ Mark as Complete

### DCJS FUNDS

Federal Funds: \$0.00  
State Funds: \$15,944.00  
Special Funds: \$36,031.00

### Match Funds

Cash Match: \$13,770.00  
In-Kind Match: \$0.00

### Personnel/Fringe Total

TOTAL: \$65,745.00

Last Edited By: Tester External - Oct 29, 2020 9:21 AM



↑ Scroll

# Unallowable

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

**Are Consultant and/or Consultant Travel being requested?\***

Consul Travel Subsis Equipm Suppli Attach Non-Su Author

**Consultant**

complete.

Last Edited By: Tester External - Oct 29, 2020 9:24 AM

# Match: Equipment

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

**Is Equipment being requested?\***

**Equipment - Multi-List**

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
No Data for Table									

Last Edited By: Tester External - Oct 29, 2020 9:26 AM

**Equipment Description and Justification - Multi-List**

Describe what the item is and how it will be used.  
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
No Data for Table		

Last Edited By: Tester External - Oct 29, 2020 9:26 AM

**Additional Documentation - Other Attachments**

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Tester External - Oct 29, 2020 9:26 AM

# Match: Equipment

## Equipment

Delete Row

Save Row

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item\*:

Vehicle Costs

Cost Per Item/Monthly Rate:

\$354.58

Total Number of Items/Number of Months:

12

Total Cost: \$4,254.96

## Equipment Funding

Federal Funds:

\$0.00

State Funds:

\$0.00

Special Funds:

\$0.00

Cash Match:

\$0.00

In-Kind Match:

\$4,255.00

Equipment Total: \$4,255.00

Save Row



Scroll



# Match: Equipment

## Equipment Description and Justification

Save Row

Describe what the item is and how it will be used.  
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item\*:

Vehicle Costs ▾

Description of Equipment\*:

Vehicle costs consist of insurance, maintenance, and gas. We estimate that the monthly cost to operate a police vehicle for the SRO position is \$1098/month. We are allocating \$355/month as match for this project. The vehicle will be used by the SRO to go to and from the assigned school and will be parked in front of the school for crime prevention efforts.

392 character(s) left

Justification for Equipment\*:

The vehicle is needed for basic transportation and for Crime Prevention Through Environmental Design (CPTED) techniques.


629 character(s) left


Save Row




Scroll

# Match: Equipment

 **Additional Documentation** - [Other Attachments](#) ✓ Mark as Complete + Add New Attachment

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Tester External - Oct 29, 2020 9:44 AM

 **Equipment Totals** ✓ Mark as Complete

**DCJS FUNDS**

- Federal Funds: \$0.00
- State Funds: \$0.00
- Special Funds: \$0.00




**Match Funds**

- Cash Match: \$0.00
- In-Kind Match: \$4,255.00

**Equipment Total**

TOTAL: \$4,255.00

Last Edited By: Tester External - Oct 29, 2020 9:44 AM

   ↑ Scroll

# Attachments

App List   Genera   Face S   Budget   Projec   Goals   FREE -   Consul   Travel   Subsis   Equipm   Suppli   **Attach**   Non-Su   Author

**Attachments** - Current Version

**Attachments Required?** [✓ Mark as Complete](#) [Edit Form](#)

Are additional attachments required by the funding opportunity?: Yes

Last Edited By: Tester External - Oct 29, 2020 9:48 AM [Edit Form](#)

---

**Attachments** - Other Attachments [✓ Mark as Complete](#) [+ Add New Attachment](#)

Upload additional documentation required by the grant program. The description should explain the information provided in the file.

Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete
MOU between the Town of ABC and ABC Police Department signed August 2020	<a href="#">virginia-school-law-enforcement-partnership-model-memorandum-understanding.pdf</a>	pdf	145 KB	10/29/2020 09:48 AM	<a href="#">Delete</a>

Last Edited By: Tester External - Oct 29, 2020 9:48 AM

[← Previous](#) [Next →](#)

[^ Scroll](#)

# Attachments

The screenshot displays the DCJS On-line Grant Management System interface. A modal window titled "Attach File" is open, allowing users to upload a file and provide a description. The modal includes a "Save File" button and a "Cancel" button. The background shows a sidebar with navigation options like "Dashboard", "Funding Opportunities", "Applications", "Grants", and "My Profile". The main content area displays a list of attachments with columns for "Date" and "Delete", and buttons for "Mark as Complete" and "Edit Form".

DCJS On-line Grant Management System

Attachments - Current version

Attachments Required?

Attach File

Save File Cancel

Upload File\*:  Select file

Description\*:

500 character(s) left

Previous Next

Mark as Complete Edit Form

Mark as Complete Add New Attachment

Date Delete

Edited By: Tester External - Oct 29, 2020 9:45 AM

Scroll

# Non-Supplantation

## Non-Supplantation

Save Form

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

**Certification\*:**

Yes

No

**Project Administrator\*:**

Joe

Johnson

First Name

Last Name

Town Manager

10/29/2020

Title

Date

Save Form



Scroll

# Authority Certification

## Authority Certification

Save Form

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Authorized Individual\*:

Joe

Johnson

First Name

Last Name

Town Manager

10/29/2020

Online Help



Scroll

# Submitting the Application

The screenshot displays the DCJS On-line Grant Management System interface. At the top left is the logo for the Department of Criminal Justice Services, Virginia. The main header reads "DCJS On-line Grant Management System". Below this, a navigation menu on the left includes "Tester External", "Dashboard", "Funding Opportunities", "Applications", "Grants", and "My Profile". The main content area shows "Application Details" with a status message: "Application is in compliance and is ready for Submission!". A table lists various components of the application, all marked as "Complete?". At the top right of the application details, there are four buttons: "Preview Application", "Submit Application", "Ask a Question", and "Withdraw". Two red arrows point to the "Submit Application" and "Ask a Question" buttons.

Application Preview Alert History Map

Application Details

Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 8, 2020 8:45 AM - Michelle Miles
Face Sheet	✓	Oct 29, 2020 8:26 AM - Tester External
Budget	✓	Oct 29, 2020 8:32 AM - Tester External
Project Narrative Form	✓	Oct 29, 2020 8:36 AM - Tester External
Goals and Objectives	✓	Oct 29, 2020 8:50 AM - Tester External
FREE - Personnel and Employee Fringe Benefits	✓	Oct 29, 2020 9:21 AM - Tester External
Consultants	✓	Oct 29, 2020 9:24 AM - Tester External
Travel	✓	Oct 29, 2020 9:23 AM - Tester External
Subsistence/Other Travel Costs	✓	Oct 29, 2020 9:24 AM - Tester External
Equipment	✓	Oct 29, 2020 9:44 AM - Tester External
Supplies & Other Expenses	✓	Oct 29, 2020 9:22 AM - Tester External
Attachments	✓	Oct 29, 2020 9:48 AM - Tester External
Non-Supplantation	✓	Oct 29, 2020 9:51 AM - Tester External
Authority Certification	✓	Oct 29, 2020 10:05 AM - Tester External

# Submitting the Application

The screenshot displays the DCJS On-line Grant Management System interface. The user is logged in as 'Tester External'. The main content area shows 'Application Details' with a status message: 'Application is in compliance and is ready for Submission!'. A table lists various components of the application, all marked as 'Complete?' with green checkmarks. A modal dialog box titled 'Please confirm' is overlaid on the table, containing the text: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' The dialog has 'Cancel' and 'Submit' buttons. A red arrow points from the 'Submit' button in the dialog to the 'Submit Application' button in the top right of the application details section.

Component	Complete?	Last Edited
General Information		Oct 29, 2020 8:45 AM - Michelle Milles
Face Sheet		Oct 29, 2020 8:26 AM - Tester External
Budget		Oct 29, 2020 8:32 AM - Tester External
Project Narrative Form		Oct 29, 2020 8:36 AM - Tester External
Goals and Objectives		Oct 29, 2020 8:50 AM - Tester External
FREE - Personnel and Employee Fringe		Oct 29, 2020 9:21 AM - Tester External
Consultants	✓	Oct 29, 2020 9:24 AM - Tester External
Travel	✓	Oct 29, 2020 9:23 AM - Tester External
Subsistence/Other Travel Costs	✓	Oct 29, 2020 9:24 AM - Tester External
Equipment	✓	Oct 29, 2020 9:44 AM - Tester External
Supplies & Other Expenses	✓	Oct 29, 2020 9:22 AM - Tester External
Attachments	✓	Oct 29, 2020 9:48 AM - Tester External
Non-Supplantation	✓	Oct 29, 2020 9:51 AM - Tester External
Authority Certification	✓	Oct 29, 2020 10:05 AM - Tester External





# Submitting the Application

## Current Applications listing:

414	<b>Submitted</b>	Final Application	Town of ABC-SRO (Test Application)	Grantee Organization	FREE-School Resource Officers	12-SRO/SSO Incentive Grant Program - Continuation FY22_TEST (Test)
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# Technical Assistance

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- Michelle Miles: email [michelle.miles@dcjs.virginia.gov](mailto:michelle.miles@dcjs.virginia.gov) or telephone (804) 225-1846

For specific questions regarding SRO/SSO training, certification and/or their roles and responsibilities, please contact the following DCJS staff:

- Kim Simon: email [kim.simon@dcjs.virginia.gov](mailto:kim.simon@dcjs.virginia.gov) or telephone (804) 997-1717

For assistance with the OGMS system, email [ogmssuppot@dcjs.virginia.gov](mailto:ogmssuppot@dcjs.virginia.gov). This should not include grant application specific question.

For additional resources, refer to Attachments and Website Links under the Funding Opportunity in OGMS.



# Summary

- Applications are due by 5:00 p.m. on March 19, 2021.
- The application must be submitted in OGMS.
- Anyone in the organization working on the grant should register in OGMS.
- Grant requirements and instructions can be found under the Funding Opportunity in OGMS and on the DCJS website.
- There are different funding opportunities for new and continuation grants.
- May not exceed \$70,000 per SRO position or \$35,000 per SSO position.
- Use the VDOE Composite Index of Local Ability-to-Pay to determine your match requirement.

